

COMMISSION MEETING MINUTES

October 28, 2003

West Modesto Community Center
401-E Paradise Road
Modesto, CA 95351

Members Present: John Walker, MD (Chair), George Skol (Vice Chair), Patrick Loschke, Supervisor Pat Paul, Sallie Perez, Dan Souza, LCSW, and Margaret Szczepaniak.

Members Absent: Rebecca Barton-Nicholes and Martin Petersen

Staff Present: John Sims, Executive Director; Mick Krausnick, County Counsel; Brenda Priest-O'Brien, Accountant; Erica Inacio, Confidential Assistant; and Dan Rosas, Staff Services Coordinator.

- I. Chair Walker called the meeting to order at 4:30 p.m. The newest Commission member, Patrick Loschke, was introduced and so were Commissioners and staff.

- II. Consent Calendar

Moved Skol, Seconded Paul. The Consent Calendar was unanimously approved.

Commissioner Szczepaniak arrived at 4.33 p.m.

- III. Agenda Items

- A. The Commission approved Meeting Minutes for September 23, 2003.

Moved Skol, Seconded Szczepaniak. Unanimously approved.

- B. Executive Director's Report

1. The Commission adopted responses to the 2002-2003 Annual Audit and instructed staff to continue to work towards addressing the recommendations contained in the Management Letter. The Commission requested that Commission Planning Day Minutes of March 22 to be forwarded to the State.

The Commission suggested a revision to a response regarding the clause in all contracts requiring each contractor to obtain a financial statement audit in accordance with relevant standards within 120 days. It was the consensus of the Commission that 180 days might be more appropriate. Staff will be developing such a Policy & Procedure for the Commission's approval. The Commission further instructed staff to check with the Auditor's office for an estimated cost of a mid-year audit and review unresolved issues.

Moved Skol, Seconded Szczepaniak. Unanimously approved.

2. The Commission approved a contract in the amount up to \$500,000 with the Stanislaus County Office of Education for a 2003-2004 Budget and Scope of Work for the support of the Healthy Start sites program.

Moved Skol, Seconded Souza. Unanimously approved.

3. The Commission authorized Kayce Garcia-Rane to contact Stanislaus County contractors to explore the feasibility of voluntarily participating in the statewide evaluation program.

Moved Skol, Seconded Szczepaniak. Unanimously approved.

C. Committee Reports

1. The Commission accepted the minutes for the Evaluation & Planning Committee meeting of October 14, 2003.
Approved on consent.
2. The Commission accepted the minutes for the Administrative & Finance Committee meeting of October 17, 2003.
Approved on consent.
3. The Commission accepted the minutes for the Health & Education Committee meeting held on October 17, 2003.
Approved on Consent.

D. Program Reports

1. The Commission accepted a monthly report from the CARES Project of the Child Development Training Consortium.
Approved on Consent.
2. The Commission accepted a monthly report from Stanislaus County Office of Education.
Approved on Consent.

IV. Correspondence

The Commission accepted a Memo from Tim Newman, United Way, on the update of the 2004 Mini-Grant RFP process.
Approved on Consent.

V. Public Comment Period
None.

VI. Commissioners' Report
None.

VII. Staff Report – John Sims, Executive Director, informed the Commission on the Mini-Grant Timeline. He updated the Commission on the layers for the GIS system. John presented the Commission with a brief summary of the State Commission Meeting he attended.

Meeting adjourned by Chair Walker at 5:50 p.m.